

## **GOLF COURSE SUPERVISOR**

**General Statement of Duties:** Supervises crews engaged in the maintenance and care of the municipal golf course facilities, performs a variety of technical duties; does related work as required.

**Distinguishing Features of the Class:** An employee in this class is responsible for the first line supervision of the care and maintenance of turf, greens, fairways, and irrigation systems of the municipal golf courses. Work is performed under the general direction of the Course Superintendent with incumbent exercising independent judgement and initiative.

### **Areas of Accountability:**

1. Supervises crews engaged in golf maintenance tasks to assure the completion of assigned tasks:
  - Plans and assigns work;
  - Supervises employees in accordance with proper Personnel Policy, EEO practices and Union contracts;
  - Reviews and evaluates performance of subordinate employees;
  - Instructs subordinates on proper work procedures, safety rules and procedures, care and use of equipment.
2. Supervises and implements the care and maintenance of the golf courses and related equipment.
  - Supervises and participates in the mowing, trimming, watering, weeding, rolling, spiking, seeding, pumping, aeration, and fertilization of greens, tees, fairways, and rough;
  - Supervises and participates in the propagation of grass and other plants;
  - Identifies and reports turf disease and vandalism;
  - Mixes and applies chemical pesticides, herbicides and fungicides to golf course;
  - Maintains chemical and spray equipment inventory;
  - Supervises the application of chemicals used to eliminate turf problems;
  - Supervises and participates in a variety of duties related to the installation, maintenance and repair of irrigation systems including locating and repairing water breaks, installing, adjusting, maintaining and repairing electronic timers; and repairing a wide variety of sprinkler heads and lines;
  - Supervises and participates in a variety of construction and building maintenance projects, such as constructing and painting signs, benches, shelves, and facilities and performing minor carpentry, electrical and plumbing tasks;
  - Identifies areas on the golf course needing repair and maintenance taking corrective actions as needed;

- Maintains and adjusts specialized reel moving equipment, sharpens blades, checks for proper fluid levels;
  - Reports equipment repair needs to Superintendent.
3. Maintains effective working relationships with subordinates, other City staff, and the public.
- Responds to questions and complaints from the public;
  - Maintains open communication with subordinate employees.
4. Prepares and maintains records such as daily fuel consumption, accident reports, time records, disciplinary records, and reports on operations and activities.
5. Advises and makes recommendations to Superintendent regarding improvements and modifications needed in operations, priorities, staffing, department policies, and personnel actions effecting subordinate employees.
6. Other duties as assigned.

**Required Knowledge, Skills and Abilities:** Good knowledge of the care and maintenance of current USGA bent grass greens; good knowledge the application of chemicals including herbicides and pesticides; good knowledge of the methods used in the care and maintenance of golf courses; good knowledge of golf rules and regulations and of general golf course operations; good knowledge of the uses and operating methods of equipment and tools used in golf course maintenance; ability to plan, assign, and supervise the work of crews engaged in the care and maintenance of municipal golf courses; ability to estimate materials, supplies, and equipment needed; ability to operate equipment used in golf maintenance and perform related manual and mechanical tasks; ability to understand oral or written instructions; ability to maintain accurate records and reports, ability to deal tactfully and courteously with the public; ability to work outside in all weather conditions.

**Acceptable Experience and Training:** High school diploma or equivalent plus three years progressively responsible experience in the care and maintenance of golf courses, including some experience at the supervisory level; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **Additional Qualifications**

Must have a valid driver's license. Within six months of employment, incumbent must obtain a turf and ornamental pesticide applicator's license issued by the state of Iowa.